



The Fisher School

The Fisher School Bulletin Identification

Page 11 Standing: Barbara Bagni
 Seated : ?. Marjorie Sheehan, ?, Carol Ames
 Floor : ?, ?

Page 12 Standing: Stair balcony : ?, Patricia Murray
 Foot of stairs: Barbara Bagni
 Seated : Chair arm: Carol Ames

Page 26 Standing: Patricia Reynolds, Emma Yule,
 Priscilla Hamilton, Sally Hudson
 Barbara ?
 Pianist : ?

Page 27 Standing: Beverly Daggett, Molly Smith,
 Betty Holland
 Seated : Dorothy Reynolds

Page 31 Standing: Mrs. Ouida C. Montague, Instructor
 Seated : Mary Emery, Marjorie Sheehan,
 Jane Adelman, Dorothy Parsons,
 Ethel Shapcott, Priscilla Hamilton

Page 32 Ethel Shapcott, Priscilla Hamilton

Page 34 Far Left: Chip Chase as a student. Later a
 secretary at Fisher

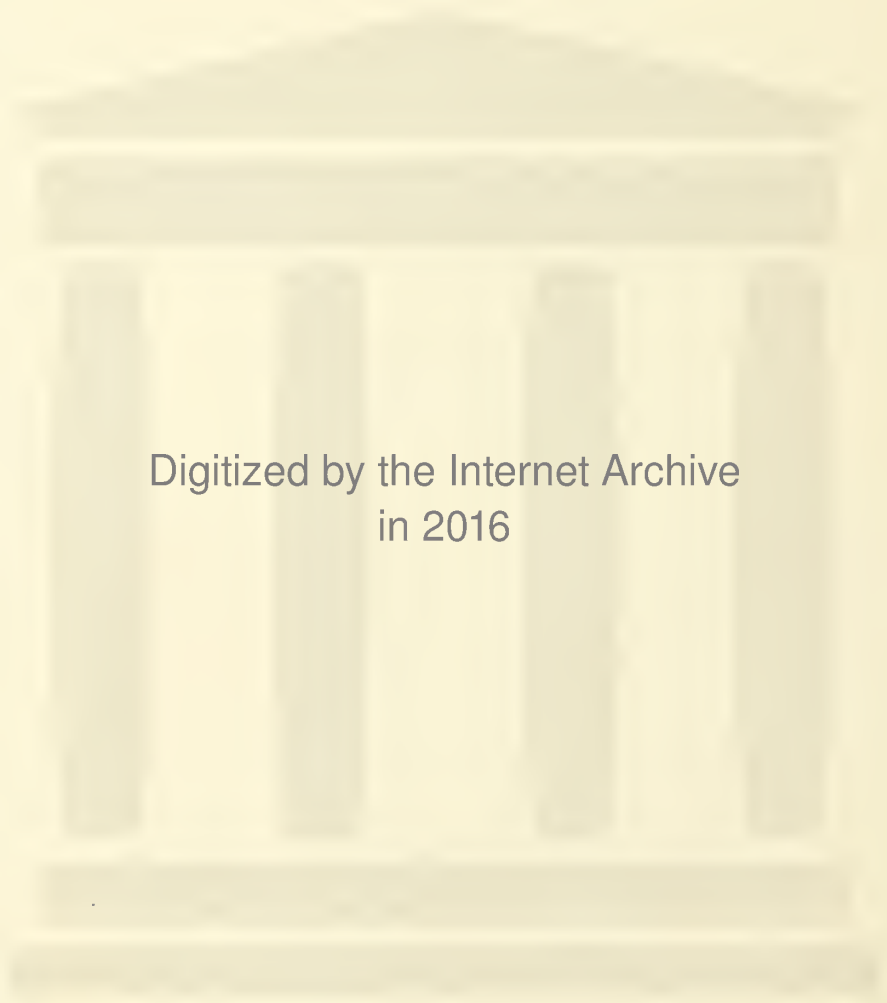
Page 38 Lunch 1 : Dorothy Reynolds, Claire Rogers,
 unknown
 Lunch 2 : Lillian Legunas (class of '49)
 unknown

Page 42 Second from left: Chip Chase

Page 45 Seated : Roberta C. Macdonald, Dean of Women
 ? Carlson
 Standing: unknown

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This booklet tells of the work of seven secretarial graduates of The Fisher School, chosen at random from 9,045 graduates, in various types of business, in order to show the interesting kinds of work which Fisher graduates enter.



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THE FISHER SCHOOL PRESENTS THE STORY OF

Seven Fisher Girls

*The Fisher School is a professional school for secretaries
where young women learn business procedure
and receive professional and secretarial
training. Established 1903.*



THE FISHER SCHOOL

118 BEACON STREET, KENMORE 6-4647

BOSTON 16

¶ MODERN YOUNG WOMEN follow a natural inclination in aspiring to a secretarial career. They know that such a career brings financial independence, offers a desirable social status and helps them discover fascinating friends. In addition, they have an important part in an interesting business or profession and receive a training which will always be a source of comfort if perchance, in later life, the wheel of fortune should make them responsible for their own support.

¶ THE FISHER SCHOOL, through its efficient placement department, keeps in touch with the great variety of openings and analyzes the fitness of each girl for a particular place so that both graduate and employer are mutually satisfied.

¶ THIS BOOK SUGGESTS only seven varieties of work. It is true in secretarial work as in every other branch of business that the initiative and native ability of the trained worker largely sets the limits to what can be accomplished in a particular position, but it is equally true that there are as many interesting secretarial places available as there are graduates of The Fisher School — many hundreds.



Miss Mary Wotten

Foreign Trade

is a field in which there is a growing demand for specialized secretarial assistance. It calls for young women of good educational background, with resourcefulness, initiative, and imagination. A knowledge of a foreign language is a "must" in addition to the trade practices of importers and exporters.

A typical example is that of Miss Mary Wotten of Rockland, Maine. She says, "The export field is without exception the most interesting line of work imaginable! It is my privilege to be secretary to Mr. Donald J. Moore, Export Sales Manager for several well-known New England manufacturers. As you can well imagine, working in the Export Department of such a variety of companies leaves me with the feeling that I'm learning something new every day.

"In addition to writing innumerable letters encouraging export trade in Latin America, Europe, the Far East, and Asia, our Export Office attends to all the details concerning every export shipment of the companies for whom we are the Export Department—which details include making out consular invoices, contacting freight forwarders, insuring each shipment, obtaining export licenses necessary, and a million and one other minute details which constitute the makeup of an order from a foreign account.

"Since a great deal of correspondence received at our office is in Spanish, I find that my meager knowledge of that language is of inestimable value to me.

"To me, my position in the export business in actuality isn't a job, but rather an education."

The Medical Field



Miss Anna White

offers more opportunities in Boston than in any other city in the United States. Because of this, the Medical Secretarial Course has very strong appeal. Graduates of this course are all placed with doctors, hospitals or medical supply houses.

Some of the graduates are assisting the doctors in very important ways, taking blood pressure, urinalysis, blood count and assisting in minor operations.

Miss Anna White of Weston is a graduate of the Medical Secretarial Course and is working at the New England Deaconess Hospital in Boston.

She began her working experience as secretary to the Superintendent of the hospital, then was placed in charge of diabetic supplies in the Apothecary Department. She has been promoted recently as secretary to the Chief Pharmacist.

Miss White's training, experience, and personality have already brought her a measure of success and responsibility in this professional field. She says, "When people are so friendly, it makes working here a pleasure."

Religious Field

Boston is a great religious center. Here, many denominations have their home offices. Calls come to The Fisher School for young women who are interested in church activities or in related publishing work.

Miss Ruth Ogg of Dedham illustrates one phase of this field in her work as secretary to the National Secretary to Students of the Congregational Christian Church. She does all the secretarial work connected with the position. She is also responsible for getting out a monthly "news-letter" for Congregational student workers in U. S. A. In addition, she is expected to attend some of the conferences with her employer, traveling to various parts of the country.

Her employer writes pamphlets, magazine articles, etc., which she types, proofreads and sends to the publisher. She says, "It still gives me a thrill to see something I helped on, set up in print and distributed! I have met some of the most interesting and well-known people just sitting here in this office."

Miss Ogg was always interested in church work and as a student in high school attended many of the young people's regional religious conferences. With this strong interest, the school employment office was able to obtain just the right type of position.

Miss Ruth Ogg



The Arts demand the employment of many secretaries with specialized backgrounds. This field includes music, drama, radio and museums.

Miss Katherine Glover of Boston desired a position in this field because of her background and interest in music. Moreover, she was a college graduate with a major in languages.

After graduation from the secretarial course, The Fisher School was able to place her with the Boston Symphony Orchestra. She says that her work is so varied, it is hard to tell what she does. However, she does specifically mention these:

Transcribe the program notes dictated by the program annotator. Transcribe the Boston Symphony portion of the radio script used in the weekly broadcasts on Saturday night.

Send out regular newspaper and radio publicity about the Boston Symphony.

Type all the actual programs given

in the Orchestra's regular schedule as they are obtained from the conductor.

Assist the advertising manager in clerical work connected with advertising in the Symphony program.

Send out Friday-Saturday "house program" to a subscription list which is country-wide.

She is in love with her work, for it is just what she wanted to do. Her employer says he could not get along without her. She meets famous people, attends the symphony and "pops" when she desires, and in the summer her work is transferred to the Tanglewood Music Festival in the Berkshires. She is well paid for her time and enjoys a month's vacation with pay.

Miss Katherine Glover





Miss Joan Martin

Institutional Work includes hotels, clubs, charitable homes, hospitals, colleges and universities, of which there are many in Boston. These offer inspiring opportunities for young women. It is a field in which a young woman deals with the public most of the time.

Miss Joan Martin of Franklin is secretary to the Manager of the Hotel Lenox.

She writes: "To me the privilege of meeting people from all walks of life every day makes my position as secretary to the manager of a hotel not work but a career that grows each day.

"In every business the fundamental rules for a good secretary hold true and I must follow these every day in trying to assume a few of the responsibilities of our very busy manager.

"I consider my work a game. In the office I am in business, and there I have learned to cope with salesmen and prospective employees alike; but when I step into the lobby, a banquet room, dining room, or one of the guest rooms, no matter what my mission is, I pretend I am the hostess of this, our home.

"Working for such a purpose is an education, not only in business but in living; my job has picked up where my school left off, and with such endless opportunities opened to me, it is my desire to realize my ambitions in this fascinating game of life."

Secretary to Industry



Miss Ann Andersen

Industrial firms form a great segment of Boston's business. Concerns catering to all New England, the country, and the world make their homes in this rich industrial center.

These organizations maintain office staffs in proportion to their size and provide excellent opportunities for young women who can carry responsibility in addition to having technical secretarial skill.

Miss Ann Andersen of Malden has found pleasure in this type of work for several years. She entered the company as a stenographer, but is now secretary to the Division Operating Manager of the Socony-Vacuum Oil Co. This organization has made it worth while for her to render service to them over a period of years. She has a measure of security, interesting work, pleasant surroundings, vacation periods, regular hours, and a sense of accomplishment.

Fisher School makes it possible for scores of young women to accept responsible positions in business and industry.

The Transportation Field offers innumerable opportunities, since Boston is a large shipping center and enjoys a large metropolitan population. All major railroad, steamship and air companies maintain offices and many of them have their home offices in Boston.

The American Airlines go westward from Boston and carry a steady flow of passengers and freight in and out.

Miss June DeLaurier of Medford is secretary to the Cargo Traffic Superintendent, New England region. Naturally, she has trained for this position, first being in the general office, then the Reservations Department, and finally Air Cargo. This also necessitated intensive training periods in New York.

Her work includes knowing what size shipments will fit in which door of the ship, how much load can be put in the tail, how to tell when there is enough express to warrant calling New York for an extra section, keeping a record of how much air mail and air express is carried, and a multitude of other details.

Miss DeLaurier is very much enthused about her job and knows she is doing important work that is growing rapidly now that air service is available.



Miss June DeLaurier



The Personnel Director is an experienced counsellor.

THESE YOUNG WOMEN, mentioned on preceding pages, together with hundreds of others, find in the secretarial field the answer to their quest for a career. This past year, records of the school show nearly 500 placements in the various fields of endeavor listed below.

Advertising, printing, publications

Air travel

Automotive

Banks

Bonding companies

Clubs

Dental offices

Engineering

Foreign trade

General business — oil, fuel, food, coal,
meats, soap, stationery

Hospitals and charitable organizations

Hotels and theatres

Industry — shipbuilding, chemicals,
arsenal

Insurance

Laboratories

Law

Medical and medical supplies

Radio

Railroad and steamship lines

Research

Schools, colleges, and departments of
education

Stores and merchandising

Tax and credit offices

U. S. Bureaus, Civil Service

THE FISHER SCHOOL maintains a strong and efficient personnel and guidance department for the placement of graduates. This department is headed by a woman who has had special training and experience in personnel work and has been eminently successful. For many years the employment office has been able to place all graduates in desirable positions. The office usually receives three thousand or more calls a year and has less than two hundred current graduates to place. This average of fifteen positions for each graduate assures the student of ample choice. The school, in addition, fills more than two hundred and fifty positions calling for experienced secretaries.

Graduates are assisted as far as possible in securing positions at any time, if they feel they cannot secure maximum advancement in the position they first accepted. It is highly important to students to have the assurance that there will be opportunities and help for effective placement after graduation. The school, as a member of the National Association of Accredited Commercial Schools, has a reciprocal arrangement with two hundred schools so that graduates can be assured of placement in most of the business centers of the country.

This personnel office cares for the actual placement of graduates, but in addition carries on a program of student evaluation. Individual counseling of students is arranged, a course is given on the techniques of employment, simplifying the entrance to business as much as possible.

The work of this bureau is permanent and is a service which the school performs without charge to graduates or employers.

A group between classes in the student lounge.





THE FISHER SCHOOL

THE FISHER SCHOOL prepares young women for the exacting needs of business and the professions through specialized courses in business procedure. This is achieved by balancing three educational phases: the cultural subjects, the vocational skill subjects, and the specialization necessary in the field of interest. The Fisher Plan includes complete business training, with expert instruction, scientific equipment, small classes, personal attention and an opportunity for students to know each other.

The Fisher School is located in uptown Boston in a stately, fireproof building in the Back Bay district adjoining the Public Gardens. This building is considered to be one of the finest in the city as to architecture, location, and interior design. The location on Beacon Street overlooking the Charles River is in the residential area yet it is close to the world of commerce for which Fisher students have been so ably trained these last four decades.

Progressiveness is the keynote of The Fisher School. This is expressed through up-to-date courses, vocational guidance, proper testing, student guidance, modern equipment, cultural and social activities, new methods, all planned to meet the needs of business.

The school is fortunate in having both young and mature men as administrators. Young men give to the organization enthusiasm, new ideas, and a sympathy for the ideals and problems of young people. The older men, founders of the school, give background, stability and experience.

The Fisher Plan of business education further offers young people group instruction combined with laboratory practices. This enables students to thoroughly understand their work and to progress rapidly. Personality development is considered equally as important as business training and this is fostered by cultural subjects and school activities. The school provides college-trained and experienced instructors who are interested in the students and their development. The friendly atmosphere of the school is a distinguishing feature which makes for enjoyable student life.

Fisher has always been noted for the thoroughness of its courses. Each subject must be mastered before graduation. A Fisher diploma is awarded at the completion of any of the several courses.

For more than forty years, Fisher has been sending out young people to representative firms in Greater Boston. To these Fisher graduates has come outstanding success. In all walks of life you will find older graduates as private secretaries to leading executives, managers, holders of civic positions, owners of their own businesses, officers in banks and corporations, civil service appointees; and younger graduates as stenographers, secretaries, bookkeepers and accountants, all potential executives.

The school is interested in its graduates and assists in planning their careers whenever possible. An institution is only as good as the service it renders, and the results of the graduates are the final recommendation. We present the school to the public and stand on the record of the alumnae!

SOCIAL AND RECREATIONAL PROGRAM

It is the firm belief of the school that a girl's success in life is due as much to social poise as to technical training. The ability to meet people without embarrassment or shyness, to converse intelligently and to have broad interests is developed by actual participation in many types of extra-curricular activities. These are a regular part of the school program. Students are urged to take part as guests of the school.

The school season usually includes swimming and recreation at the Y. W. C. A., student hikes, a student luncheon, celebrities as guest speakers, historical tours, the flower show, formal dances and several informal dances, tickets for a major theatre production, the Ice Follies, and the symphony "pops." Musicales and teas are scheduled for the mothers. There is an active Glee Club, Journalism Club, Student Council, and Drama Club.

Special groups attend the Metropolitan Opera, the Ballet Russe, and the Afternoon Symphonies.

Out-of-town students enjoy a tour through the shopping section of Boston followed by afternoon tea.

STUDENT COUNCIL

Fisher inaugurated its Student Council in the school year of 1942-1943. Two representatives from each home room and the president, vice-president, and





The Student Council takes its responsibility seriously.

recording secretary of each sorority, comprise the Student Council of about twenty members.

The activities of the Student Council include school discipline, the planning of dances, teas, assemblies, social service, and other social activities.

HONOR SORORITIES

The school maintains two sororities to aid in the scholastic and social life of the students.

ALPHA IOTA, honorary international business sorority, has an active and an alumnae chapter at Fisher. There are approximately two hundred chapters in the United States and Canada.

Two of the purposes of Alpha Iota are: to create a friendly spirit among students, and to help each other, when possible, to secure positions or promotions. The requirements for membership are high scholarship and excellent character. Social activities are determined by the members and consist of dinner and theatre parties, dances and sports events. Members may attend the annual conclave held in various cities of the United States or Canada. The Fisher School chapter is known as Zeta Nu.



The Glee Club prepares for its next concert.

THETA ALPHA CHI is the honorary international business sorority sponsored by the National Association of Accredited Commercial Schools.

The Epsilon Rho Chapter of Theta Alpha Chi was inaugurated at The Fisher School in 1945 to provide a social organization for those students who can scholastically qualify for membership in the order. Its purpose is to foster sisterhood and develop the qualities of initiative, friendliness, and graciousness. The activities of the sorority include picnics, theatre parties, dances, game nights, special speakers, and the annual formal banquet.

The national headquarters for the combined THETA ALPHA CHI-DELTA NU sorority-fraternity is located at The Fisher School.

FISHER GLEE CLUB

Membership in this club is a real privilege. The club sings for graduation, for teas, social activities, assemblies, holds an annual Christmas Pageant and carol service, and gives several outside concerts a year. Officers are elected in the fall and co-operate with Student Council in planning programs and social events. Any girl interested in singing is cordially invited to membership.

FISHER SCHOOL ALUMNAE ASSOCIATION

The active membership of the Alumnae Association numbers about twelve hundred graduates who meet periodically throughout the year. The purpose of the association is mostly social—keeping together those who have enjoyed their school experiences. Its calendar calls for a meeting every two months, one of a social nature, Christmas party, Sunday afternoon tea, a night at the “pops,” or a reception to the graduating class. An alumnae edition of “Fisher Flashes,” a paper of newsy tidbits and interesting items, is published during the year. Funds are also raised for an alumnae scholarship.

118 BEACON STREET

The building at 118 Beacon Street offers ideal facilities for the training of future secretaries. In setting, environment and equipment, it denotes business at its best and provides exclusively for young women complete business and secretarial training in all of its phases.

118 Beacon Street is situated in the school area of Boston, being located almost diagonally across from the famous Boston Public Gardens, very near the corner of Arlington Street, and is considered ideal for school purposes. Transportation facilities are near at hand. Subway connections are made at nearby Arlington Street or Charles Street stations, and the Back Bay railway station is but a short walk. Greater Boston students will find the location unusually convenient. Limited parking space is available for those who drive.

Boston is a mecca for students. As a cultural city, it offers much in art, music, drama and entertainment for the leisure hours. The huge banks and corporations, merchandising units and smaller organizations make possible first-hand observation of business procedure and, moreover, offer countless employment opportunities for Fisher graduates.

Visitors to the school find an imposing five-story granite fireproof building completely equipped with every facility for modern business training.

118 Beacon Street is one of the last fine mansions in Boston and the building has been adapted to school purposes without destroying any of its distinctive beauty. All the administrative offices are on the first floor. In keeping with the policy of the founders, the executives of the school are always available for



Administration and Classroom Building

conference and advice. Architectural beauty spots on this floor are the marble hanging stairway, the paneled offices with matching ceiling and rug, the oval reception room, and the employment office with its Egyptian-influence fireplace.

The graceful staircase leads to the school library overlooking the Esplanade and Charles River, and to the luxurious school auditorium with its beautiful mirrors. These two rooms combine in an unusual manner to give more than adequate room for social functions. Particularly interesting are the many fireplaces either made especially for the building or imported from European palaces.

Stairways and elevators give access to the upper floors which include airy classrooms for all school subjects, laboratory rooms for office machines and typewriting, lounge rooms, infirmary, locker rooms, lecture rooms and teacher-conference rooms. Two large, balconied air-wells in the center of the building assure abundance of light and air. Two outdoor balconies and the roof deck offer recreational facilities. A cafeteria is maintained in the school for student use. An experienced woman serves delicious home-cooked lunches at very reasonable prices.

Visitors are urged to note how well-planned the classrooms are from the standpoint of natural and artificial lighting, convenience and equipment. Students appreciate the modern appointments, the unusual facilities, and gracious living that is theirs at 118 Beacon Street.

AWAY-FROM-HOME STUDENTS

Each year many young women from distant points desire to attend school in Boston because of its cultural and business opportunities. Students come from all of the New England States, the Middle Atlantic States, the Pacific Coast area, and many Central and South American countries. There are approximately 160 high schools and colleges represented in the student body.

The out-of-town students have the choice of two types of living accommodations:

THE HOME RESIDENCE PLAN

This joint plan has proved most satisfactory and is strongly recommended. Girls help in selected homes with light housekeeping duties in exchange for



Shorthand is taught in small classes.

room, board, transportation to and from school, and noon-day lunches. Girls are allowed week-end home privileges at specified intervals, also Thanksgiving and Easter recesses and the Christmas vacation.

The worth of this plan is evidenced by the increased number of girls availing themselves of this opportunity each year.

DORMITORY LIVING

The school operates its own dormitories under the co-operative plan. The co-operative dormitory has proved very successful in colleges and schools throughout the country. It lowers the cost of board and room, because guided by a capable house mother, and a cook, the girls do their own housework.

The student residences, within three minutes' walk of the Boston School, are in keeping with the best Back Bay traditions. Spacious rooms and modern, comfortable furniture provide gracious living for approximately seventy-five girls. Rooms are assigned in order of application.

Additional information about either plan will be furnished on request.

ADMINISTRATIVE OFFICERS AND FACULTY

- SANFORD L. FISHER, B.S., Ed.M. *President*
Fisher Business School, Graceland College, Boston University; teaching experience; on Fisher staff since 1928.
- MYRON C. FISHER, JR., B.S. in Ed. *Administrative Dean*
Fisher Business School, Graceland College, State Teachers College, Harvard Summer School, Boston University; business and public school teaching experience; on Fisher staff since 1935.
- JOSEPH J. CARTY, LL.B. *Treasurer*
Fisher Business School, Bentley School, Suffolk Law School; teaching experience; on Fisher staff since 1913.
- ROBERTA CLARE MACDONALD, A.B., M.C.S. *Dean of Instruction*
Regis College, Fisher Business School, Boston University; teaching experience; on Fisher staff since 1936.
- LILA DAVIS WHITING *Secretarial Training, Shorthand*
Fisher Business School, Boston University; teaching experience; on Fisher staff since 1927.
- CAROL ADAMS LANDRY, B.S.S. *Accounting, Spanish, Law, Medical Program*
Boston University, Harvard Summer School; public school, college and university teaching experience; on Fisher staff since 1938.
- ALICE LONG, B.B.A. *Accounting, Law, Business Mathematics, Shorthand, Economics, Typewriting*
Northeastern University, Normal Course, Chandler Secretarial School, Summer Courses, Boston University, Simmons College, Fisher School, Burroughs Calculator School; business experience; teaching experience, public schools, private schools, Naval training school; on Fisher staff since 1944.
- OUIDA C. MONTAGUE, S.B. *Medical Lectures, Laboratory Techniques*
Simmons College; Technician for Dr. George S. Minot and associates, nineteen years; present instructor Simmons College in hospital laboratory technique; lecturer in Hematology, Massachusetts University Extension; on Fisher staff since 1942.
- LURA TAYLOR, Mus.B.; M.A. *Social Orientation*
New England Conservatory; Radcliffe College; nine years' teaching experience; present instructor at New England Conservatory, and Choate School; on Fisher staff since 1941.



Junior Prom Queen and her Court.

RUTH WOLFE FULLER *Speech*

Allen Freeman Voice School, Boston University, Harvard University, Gloucester School of Little Theatre; speech instructor at Lasell Junior College; on Fisher staff since 1943.

EARLENE MOREY CORNELL, B.S. in Ed. *World History, Economic Geography*

Boston University; Registrar, Boston University, eleven years; on Fisher staff since 1944.

EDUARDO AZUOLA, A.B., A.M., Litt.D., Ph.D., D.D.S. *Spanish and Foreign Trade,
Dental Program*

Liceo de Costa Rica, Valparaiso University, Marquette University, University of Colombia, graduate work at Boston University; 15 years' teaching experience at Marquette University, Milwaukee, and Boston College; Export Manager for the Myerson Tooth, Incorporated, of Cambridge; Consul General of Costa Rica for the New England States; Lecturer on International Affairs and Professor of Spanish at Boston College; on Fisher staff since 1944.

MARION E. FRITZ *Typewriting, Secretarial Training,
Machine Shorthand*

Fisher School; seven years' business experience; twelve years' teaching experience; on Fisher staff since 1942.

AGNES ADAMS FISHER, A.A. . . . *English, Psychology, Personality Development*
Graceland College, Kansas City Business College; teaching and business experience; on Fisher staff since 1933.

EDGAR F. SEWALL, M.D. *Medical Lectures*
Tufts Medical School; practicing physician; on Fisher staff since 1945.

ESTER M. SMALL, A.B. *Shorthand, English*
Radcliffe College; three years' business experience; five years' teaching experience; on Fisher staff since 1948.

MARALEE CURRAN, B.S. *Shorthand*
Armstrong College, Oregon State College; three years' business experience; five years' teaching experience; on Fisher staff since 1947.

LAURA BARNES, A.B., LL.B. *English, Law*
University of Southern California, Southwestern University of Law; sixteen years' teaching and professional experience; on Fisher staff since 1946.

M. JACQUELINE CAMERA, B.S., Ed.M. *Typewriting, Shorthand, English, Secretarial Practice*
Boston University; two years' business experience; four years' teaching experience; on Fisher staff since 1947.



The Christmas Pageant.



The library in one of the dormitories.

NEVILLE BOOTH, D.M.D. *Dental Program*
Harvard Dental School, Forsythe Dental; on Fisher staff since 1947.

MICHAEL HEEGAR, M.B.A. *Money and Banking*
Harvard Graduate School of Business.

CHARLES POLLINA, D.M.D. *Dental Program*
Graduate of University of Oregon Dental School; Visiting Assistant in the Oral
Surgery Department of Forsythe; on the staff at Forsythe since 1945; also
private practice.

RUTH E. CUMMINGS *Dental Office Procedures*
Graduate of Boston School of Dental Nursing and Hickox Secretarial School;
five years of private office experience.

E. NEWTON SMITH, A.M.E. *Director of Student Guidance*
Tufts College, Yale Summer School, Yale Graduate School of Education; thirteen
years' business experience; eighteen years high school principal; on Fisher staff
since 1939.

MABEL PARKES FRISWELL *Personnel Director*
Kinyon's Commercial School, Marchesi Vocal School, Boston University, Adult
Education Center; seventeen years' personnel and music director experience;
on Fisher staff since 1943.



The Varsity Group of the Glee Club.

DELIA GICOVATE, M.A. *Spanish*
University of Buenos Aires; Chapel Hill College, graduate study at Radcliffe;
on Fisher staff since 1947.

LUCY VIGNONE *Secretary*
Fisher School; on Fisher staff since 1944.

LOUISE CHASE *Secretary*
Fisher School; business experience; on Fisher staff since 1946.

NANCY HORD *Secretary*
Fisher School; business experience; on Fisher staff since 1947.

EDITH TILESTON *Guidance Staff*
Secretarial and business experience; on Fisher staff since 1947.



EDMUND H. FISHER, B.A. *Principal-Emeritus*
Western Normal College; teaching and business experience for fourteen years
previous to founding of school in 1903.

MYRON C. FISHER, B.A. *Principal-Emeritus*
Western Normal College; teaching and business experience for twelve years
previous to founding of school in 1903.

*Dental
Secretaries
learn how
to develop
X-ray films.*



COURSES

EXECUTIVE SECRETARIAL	Two Years — Four Semesters
MEDICAL SECRETARIAL	Two Years — Four Semesters
LEGAL SECRETARIAL	Two Years — Four Semesters
RADIO SECRETARIAL	Two Years — Four Semesters
FOREIGN TRADE SECRETARIAL	Two Years — Four Semesters
DENTAL SECRETARIAL	Two Years — Four Semesters
FINISHING SECRETARIAL	One Year — Two Semesters
STENOGRAPHIC	One Year — Two Semesters
SECRETARIAL COURSE FOR COLLEGE STUDENTS	One Year — Two Semesters



EXECUTIVE SECRETARIAL COURSE

ADVISORY COMMITTEE

Miss Margaret Dow, Manager, Sales Order Dept., Raytheon Manufacturing Co.

Miss Margaret Collins, Ass't Treasurer, Rust Craft Publishers

To be an executive secretary with the opportunities it presents is the dream and ambition of many young women. A secretaryship offers many desirable advantages — convenient hours, financial independence, pleasant environment, interesting friends, vacations, and opportunities to participate in the fascinating problems of business.

Each year many secretaries are selected from the ranks to fill the more exacting and responsible positions in business. The secretary who wishes to rise above her job-seeking competitors is the one who devotes time securing a broad cultural background in addition to vocational or technical training. This background is also an invaluable aid in the adjustments which have to be made in the complex business world after school days are over.

The Executive Secretarial Course equips young women for more responsible as well as more specialized types of positions which demand extensive vocabularies and highly skilled training.

It is the purpose of this course to orient young women properly for business and general living. This is accomplished by courses in Social Orientation, Psychology, Law, Current Economics, and Speech. Training in Executive Procedure, Research, Personality Development, and Business Practices familiarizes a student with the duties of a secretary, personal qualities expected, and the many opportunities for responsibilities, advancement and rewards.

A knowledge of accounting and financial matters is a necessity for the well-trained secretary. Often it is she who controls private ledger accounts of the employer, as she is the confidential assistant.

It is assumed that the secretary shall be an expert stenographer. Secretarial duties include executive tasks such as handling correspondence without dictation, collecting and arranging business data, meeting and interviewing callers, making appointments and planning itineraries.

The cultural subjects so link with the technical ones that a student may acquire those qualities so necessary to the able secretary — poise, confidence, attractive speech, initiative, and winning phases of personality and character.



Guest programs feature the student assemblies.

As a final project, each girl is required to select a particular field of interest in business for research and study.

This course endeavors in all of its subjects to prepare young women for the preferred secretarial positions.

For Executive Course girls who are interested in personnel work, the school offers an elective which may be taken the fourth semester. This includes lectures on modern methods and procedure in personnel work, and techniques in the personnel office.

Business offices and industry are realizing the importance of the establishment of better relations between employer and employee. This elective should appeal to young women who enjoy working with people.

Entrance to this course requires a college, normal or academic H.S. diploma.

Executive Secretarial Course Outline

TWO YEARS		CREDIT HOURS		FOUR SEMESTERS	
FIRST YEAR					
<i>First Semester</i>		<i>Semester hours</i>	<i>Second Semester</i>		<i>Semester hours</i>
SECRETARIAL ACCOUNTING I, II.....		5	SECRETARIAL ACCOUNTING III		5
TYPEWRITING		3	TYPEWRITING		3
ENGLISH AND WORD STUDY.....		4	ENGLISH—BUSINESS CORRESPONDENCE		4
BUSINESS LAW		2	PERSONALITY DEVELOPMENT		2
SOCIAL ORIENTATION		2	SHORTHAND THEORY		5
CURRENT ECONOMICS		2			19
		18			

SECOND YEAR

<i>Third Semester</i>	<i>Semester hours</i>	<i>Fourth Semester</i>	<i>Semester hours</i>
SHORTHAND TRANSCRIPTION AND DICTATION	5	SHORTHAND REPORTING	2
TYPEWRITING	3	EXECUTIVE DICTATION AND TRANSCRIPTION	5
PSYCHOLOGY	2	CONTEMPORARY LITERATURE	2
SECRETARIAL PRACTICE	3	EMPLOYMENT GUIDANCE	1
SPEECH	2	EXECUTIVE PROCEDURE	3
SALESMANSHIP AND ADVERTISING.....	2	SPEECH	2
	17	EXECUTIVE TYPEWRITING	2
			17
		FIELD TRIPS	

MEDICAL SECRETARIAL COURSE

ADVISORY COMMITTEE

Ouida Montague, S.B.

Edgar Sewall, Jr., M.D.

Boston is one of the largest medical centers of the United States. Its medical schools and hospitals are nationally known for their outstanding work. Naturally, these institutions and their doctors require special secretarial assistance.

In the past, physicians had to accept secretaries who had no specialized training and who were totally unfamiliar with professional ethics and procedure. These employers had to train their secretaries personally in the added knowledge necessary to make them competent in medical work.

The purpose of medical instruction is to make the student familiar with the functions and methods of medical practice, to help her to acquire a good working vocabulary of medical words and phrases, and to make her proficient in writing medical language in shorthand and with a typewriter, and to train her to do the many tasks that relieve her employer of care concerning his office.

It is required that the medical secretary shall be as familiar with medical facts and language as the business secretary is with the language and facts of



Medical Secretarial girls learn to use the microscopes.

business. She must be as adept in performing her special duties, and she should understand the psychology of patients as well as other secretaries understand the psychology of customers, prospects and clients.

Under the direction of a skilled technician, a lecture and laboratory course is given to prepare the student for work in a medical laboratory. The work includes a complete study of normal hematology, the blood picture in various diseases, the tests used in differential hematological diagnoses, sedimentation rates, basal metabolism determination, urinalysis and special urine tests. A small amount of blood chemistry and bacteriology is also included.

For young women who show a real aptitude for laboratory work, and those who wish a longer course, an advanced course is offered.

The advanced course includes work in abnormal bloods, typing up the various tests that help make the complete laboratory picture, blood groupings and a unit of blood chemistry and bacteriology. Emphasis in this course is not so much on the new material offered, but rather on the additional practice given so that at the end of the course a girl will have accuracy and speed in the tests, whereas in the elementary course the student has learned only the method.



*Laboratory
work in
the Medical
Secretarial
Course.*

Experienced instructors on the school staff teach all of the business subjects in this course. However, outside physicians are invited as guest speakers. This work is also supplemented with actual practice training in some of the best hospitals and clinics of the city.

It has been the purpose of the school to parallel this course with the Executive Secretarial, so that the medical secretary may have the same rich background, the same techniques and skills before specialization. This enables her to step into other fields of endeavor, if necessary, without hesitancy.

A student wishing to enter this course should have a college, academic or normal course in high school.

Medical Secretarial Course Outline

TWO YEARS		CREDIT HOURS		FOUR SEMESTERS	
FIRST YEAR					
<i>First Semester</i>		<i>Semester hours</i>	<i>Second Semester</i>		<i>Semester hours</i>
SECRETARIAL ACCOUNTING I, II.....		5	SECRETARIAL ACCOUNTING III.....		4
TYPEWRITING		3	TYPEWRITING		3
ENGLISH AND WORD STUDY.....		4	ENGLISH—BUSINESS CORRESPONDENCE		4
BUSINESS LAW		2	PERSONALITY DEVELOPMENT		1
SOCIAL ORIENTATION		2	SHORTHAND THEORY		5
CURRENT ECONOMIC PROBLEMS.....		3	ANATOMY AND PHYSIOLOGY		2
		19			19
SECOND YEAR					
<i>Third Semester</i>		<i>Semester hours</i>	<i>Fourth Semester</i>		<i>Semester hours</i>
SHORTHAND TRANSCRIPTION AND DICTATION		4	MEDICAL DICTATION AND TRANSCRIPTION		3
TYPEWRITING		3	SECRETARIAL DICTATION AND TRANSCRIPTION		2
PSYCHOLOGY		2	MEDICAL LECTURES		1
SECRETARIAL PRACTICE		3	MEDICAL LABORATORY TECHNIQUES..		2
SPEECH		2	GENERAL MEDICAL REVIEW		1
PHYSIOLOGY AND ANATOMY		2	MEDICAL TERMINOLOGY (SHORTHAND)		1
MEDICAL LABORATORY TECHNIQUES— LECTURES		1	TYPEWRITING		2
MEDICAL TERMINOLOGY		2	SPEECH		2
		19	EMPLOYMENT GUIDANCE		1
*MEDICAL LABORATORY		2	CONTEMPORARY LITERATURE		2
*Optional					17



The noon rush at the cafeteria.

LEGAL SECRETARIAL COURSE

ADVISORY COMMITTEE

Allan Higgins, Esquire, Goodwin, Proctor & Hoar

Mrs. Laura Barnes, LL.B.

Allan Roy Kingston, Esquire, Kingston, Coffin, Jones

The field of Law is an exacting one, but interesting, and provides excellent opportunities for secretarial specialization. Legal firms and lawyers are numerous, but good legal secretaries are rare.

Formerly, stenographers served long apprenticeships in law offices. They went to court with the lawyers; they transcribed legal papers and pleadings, and performed all the routine duties of the profession before they became efficient legal secretaries.

Today, lawyers expect the school to give much of this training so that a secretary can step into the law office and take hold immediately.

This course seeks to familiarize the student with her future surroundings — to anticipate the strangeness of new terms and new tasks, thereby shortening the period of adaptation and giving more time for concentration on perfection of work. The progress of a lawsuit and the logical procedural order of various legal documents are discussed from the secretary's point of view, and practical

suggestions are made as to how the secretary can be of greater value to the lawyer-employer by relieving him of routine "paper work." Finally, dictation material is provided in addition to the legal forms for use in developing speed and perfection in legal stenography and in acquiring the legal vocabulary needed every minute in law office or court.

The purpose of the course is to develop from a confusing mass of legal detail a systematized knowledge of legal forms and procedures and the routine encountered in a busy law office. The study includes descriptions of the methods to be used in interviewing a client; preparing such legal papers as the summons, complaint, motions, subpoenas, and stipulations; taking question and answer testimony; court reporting and speech reporting; and managing a collection department. Machine shorthand is recommended in this course because of its greater flexibility, accuracy and speed. It is particularly adapted to legal and court work.

To an ambitious young woman, an intelligent understanding of the handling of these and many other operations concerned with legal procedure can be made the basis for advancement in a law office to tasks more important than mere typing and transcription.

This course meets the pressing need of the lawyers and gives an excellent legal secretarial training for career young women.



Typing is taught with music.

The foundation of this course is similar in content to that of the Executive Secretarial so that the legal secretary may have a rich background and skill in secretarial techniques. The specialization is given in the fourth semester. A college, normal or academic diploma from high school is required for entrance.

Legal Secretarial Course Outline

TWO YEARS		CREDIT HOURS	FOUR SEMESTERS	
FIRST YEAR				
<i>First Semester</i>	<i>Semester hours</i>		<i>Second Semester</i>	<i>Semester hours</i>
SECRETARIAL ACCOUNTING I, II.....	5		SECRETARIAL ACCOUNTING III.....	5
TYPEWRITING	3		TYPEWRITING	3
ENGLISH AND WORD STUDY.....	4		ENGLISH—BUSINESS CORRESPONDENCE	4
BUSINESS LAW	2		PERSONALITY DEVELOPMENT	2
SOCIAL ORIENTATION	2		SHORTHAND THEORY	5
CURRENT ECONOMIC PROBLEMS.....	2			19
	18			
SECOND YEAR				
<i>Third Semester</i>	<i>Semester hours</i>		<i>Fourth Semester</i>	<i>Semester hours</i>
SHORTHAND TRANSCRIPTION AND DICTATION	5		SHORTHAND REPORTING	2
TYPEWRITING	3		DICTATION AND TRANSCRIPTION	5
PSYCHOLOGY	2		LEGAL TERMINOLOGY	1
SECRETARIAL PRACTICE	3		LAW OFFICE AND COURT PROCEDURE..	3
SPEECH	2		EMPLOYMENT GUIDANCE	1
LEGAL TERMINOLOGY	2		SPEECH	2
	17		CONTEMPORARY LITERATURE	2
			LEGAL TYPEWRITING	2
				18
			FIELD TRIPS	

RADIO SECRETARIAL COURSE

The Fisher School, in co-operation with Emerson College, a specialized school of radio and speech, is offering a two-year Radio Secretarial Course.

This program adds to the two-year group of secretarial courses — Executive, Legal, Medical, Foreign Trade and Dental. In this program, the technical

skills of shorthand, typewriting, English and bookkeeping are offered the first year; while specialization in the radio field comes in the second year.

Subjects given by Emerson include radio advertising, radio history, vocabulary and radio definitions. All other subjects are given by Fisher. A co-operative course of this sort is possible because the two schools are neighbors on Beacon Street.

There is a definite demand for well-trained young women versed in the radio field. This demand comes from the broadcasting studios and advertising firms with radio departments. Additional radio courses are available at the discretion of the school.

A college, normal or academic diploma from high school is required.

Radio Secretarial Course Outline

TWO YEARS		CREDIT HOURS	FOUR SEMESTERS	
FIRST YEAR				
<i>First Semester</i>	<i>Semester hours</i>		<i>Second Semester</i>	<i>Semester hours</i>
SECRETARIAL ACCOUNTING I, II.....	5		SECRETARIAL ACCOUNTING III	5
TYPEWRITING	3		TYPEWRITING	3
ENGLISH AND WORD STUDY.....	4		ENGLISH—BUSINESS CORRESPONDENCE	4
SOCIAL ORIENTATION	2		PERSONALITY DEVELOPMENT	2
BUSINESS LAW	2		SHORTHAND THEORY	5
CURRENT ECONOMIC PROBLEMS.....	2			19
	18			
SECOND YEAR				
<i>Third Semester</i>	<i>Semester hours</i>		<i>Fourth Semester</i>	<i>Semester hours</i>
SHORTHAND TRANSCRIPTION AND DICTATION	5		DICTATION AND TRANSCRIPTION	5
TYPEWRITING	3		RADIO ADVERTISING	1
PSYCHOLOGY	2		VOCABULARY AND RADIO DEFINITIONS	1
SECRETARIAL PRACTICE	3		EXECUTIVE PROCEDURE	3
SPEECH	2		SPEECH	2
RADIO ADVERTISING	1		EMPLOYMENT GUIDANCE	1
VOCABULARY AND RADIO DEFINITIONS	1		CONTEMPORARY LITERATURE	2
RADIO HISTORY	1		TYPEWRITING, ADVANCED	2
	18			17
			FIELD TRIPS (STUDIO)	

FOREIGN TRADE SECRETARIAL COURSE

ADVISORY COMMITTEE

Eduardo Azuola, Ph.D., Export Manager, Myerson Tooth, Inc.

Edward Breen, Assistant Secretary, National Foreign Trade Council

James S. Carson, Educational Director, National Foreign Trade Council

The war made all the world our neighbor. We can travel or ship merchandise to isolated points in a matter of hours. New and exotic foods and materials will be coming to our shores because of air express.

Foreign trade is increasingly important, not only to maintain our own economy, but to rebuild the devastated countries.

Major industries will have their own foreign departments. Foreign nations will be represented in all of our principal cities. Boston is particularly fortunate in that it is a center for air, rail and ocean shipping.

The Foreign Trade Course is planned to qualify young women for colorful secretarial careers in export and import businesses or in any industry which handles foreign transactions. Through this training, a girl may also have the

Relaxing at noon in the cafeteria.



THE DENTAL SECRETARIAL COURSE

ADVISORY COMMITTEE

Neville Booth, D.M.D.

Eduardo Azuola, D.D.S.

There is a definite place in the professional world for the dental secretary. There is a shortage of dentists. Their time should be free to work only with patients and not to have to do the dozen and one details necessary to keep a dentist's office in efficient operation. Fortunate is the dentist who has such an assistant, for he can do the work for which he was trained.

Our interpretation of a dental secretary is a young woman of pleasing personality who is technically skilled in the secretarial field and is a chair assistant as well.

The secretary is skilled in office management. She is a receptionist, skilled in the use of the telephone and in appointment making, well equipped in stenography, typing, billing, bookkeeping, record-keeping, care of the instruments, sterilization, and mixing of ingredients. She arranges the patient for the chair and prepares the X-ray frames for use by the dentist. She anticipates the dentist's needs and has everything in readiness for him. A dentist's time is his income. It is important for her to save his time as much as possible.

Fisher has established this course of training after consultation with authorities in the dental field as to opportunities and best content of the course.



Office machines speed the world of business.

SECRETARIAL COURSE
FOR COLLEGE STUDENTS

There are many young women who, after two or more years of college training, wish to specialize in the secretarial field. To meet this need there is offered this intensive secretarial course which is strictly technical in content. This intensive course together with the broad academic background of college enables young women to secure very desirable positions in business and professional life.

Secretarial Course for College Students

ONE YEAR	CREDIT HOURS		TWO SEMESTERS	
	<i>First Semester</i>	<i>Semester hours</i>	<i>Second Semester</i>	<i>Semester hours</i>
SHORTHAND THEORY		5	TRANSCRIPTION AND DICTATION	5
TYPEWRITING		5	SHORTHAND SPEED BUILDING	2
SECRETARIAL BOOKKEEPING		5	SECRETARIAL LETTER WRITING	3
FILING AND INDEXING		2	SECRETARIAL PRACTICE	2
ELECTIVE		2	TYPEWRITING	3
SPANISH			EMPLOYMENT GUIDANCE	1
PSYCHOLOGY			ELECTIVE	2
		—	SPANISH	
		19	CONTEMPORARY LITERATURE	
				—
				18



Machine shorthand develops greater speed and accuracy.

FINISHING SECRETARIAL COURSE

Many young women have taken a commercial course in high school, but find that they need to supplement that training with additional research and study. Their youth and the brevity of high school study of commercial subjects have prevented them from studying the more advanced problems of business.

Applicants for this course have usually completed at least two years of shorthand and typewriting, and one year of bookkeeping. The course is scheduled to be completed in one school year. Students with less credit will be given full value for their work done in high school.

Finishing Secretarial Course

ONE YEAR	CREDIT HOURS		TWO SEMESTERS	
	<i>First Semester</i>	<i>Semester hours</i>	<i>Second Semester</i>	<i>Semester hours</i>
SECRETARIAL ACCOUNTING 1A, 2A...	6		SHORTHAND TRANSCRIPTION AND	
TYPEWRITING, ADVANCED.....	3		DICTATION	7
SHORTHAND THEORY REVIEW.....	3		TYPEWRITING, ADVANCED	3
BUSINESS LAW	2		SECRETARIAL PRACTICE	3
ENGLISH AND WORD STUDY.....	4		EMPLOYMENT GUIDANCE	1
	<u>18</u>		ENGLISH—BUSINESS CORRESPONDENCE	<u>4</u>
			*ELECTIVE	18

*To students in this course whose high school training has given them an advanced degree of skill we offer the opportunity of taking some of the specialized work from the two-year courses—Medical, Legal, Dental, or Advanced Speed Dictation, and certain other elective courses. A student who feels herself interested and capable must apply to the Dean for consideration and be recommended by her teachers after she has shown her ability.

STENOGRAPHIC COURSE

American business is largely done by mail. Thus the stenographer fills an important place. As an assistant she is equipped to take dictation and transcribe notes in the form of business letters and papers of every type.

Business absorbs large numbers of stenographers each year and many opportunities await the better trained. The thorough preparation given permits graduates confidently to render quality service as stenographers.

The practical content of this course enables graduates to cope intelligently with every-day problems and lays a groundwork for successful achievement.

Stenographic Course

ONE YEAR		CREDIT HOURS	TWO SEMESTERS	
<i>First Semester</i>		<i>Semester hours</i>	<i>Second Semester</i>	<i>Semester hours</i>
SHORTHAND	7		TRANSCRIPTION AND DICTATION	7
TYPEWRITING	5		TYPEWRITING	3
ENGLISH AND WORD STUDY	4		ENGLISH—BUSINESS CORRESPONDENCE	4
BUSINESS MATHEMATICS	2		SECRETARIAL PRACTICE	2
FILING	1		EMPLOYMENT GUIDANCE	1
		19		17

STENOGRAPH-MACHINE SHORTHAND

Machine shorthand may be elected in place of pencil shorthand for any of the two-year courses. It is recommended for the Legal Secretarial, and the Foreign Trade Secretarial Courses.

Students who aspire to the higher types of stenographic positions, such as convention, sales meeting, court, or any form of reporting, need machine shorthand. For general office work, it offers an opportunity for the operator to accomplish more in less time, thus enabling her to become more valuable to her employer.

The United States Government employs hundreds of machine shorthand operators in its various departments where reporting speed is essential. It is used for the reporting of practically all conventions. The secretary to General Eisenhower was a machine shorthand operator and reported the conference at Casablanca.

Machine shorthand is easy to learn, easy to write and easy to read. With it a girl never has so-called “cold notes,” for English-printed letters are used and words are written according to sound. It is, in short, abbreviated English.

Higher speeds can be attained easily with machine shorthand, the graduation speed being 150 words per minute. The notes are interchangeable; one can always read notes written by another. Eye strain and nervous tension are eliminated because the machine shorthand operator uses the “touch” method.

The machine is light in weight—only six pounds with its carrying case.



The Oval Room is the scene of many teacher-student conferences.

T U I T I O N

- \$120 for one school year, payable \$105 each quarter in advance.
- \$400 if entire amount is paid on or before the opening day of school.
- \$440 the budget plan wherein \$20 is paid each month in advance for twenty-two months. (This covers one school year.)
- \$25 laboratory fee for students taking the Medical or Dental Secretarial Course. (Payable at the beginning of the second year.)
- \$10 registration fee (returnable only if application is not accepted).
- \$480 dormitory charge under the co-operative plan.
- \$15 dormitory registration fee.
- \$15 home residence fee.
- \$30-45 for books and supplies during a school year depending on the course. These may be purchased reasonably at the school book store.

VISUAL EDUCATION

Visual material that applies to the secretarial field is somewhat difficult to obtain. However, this type of education is important and every effort is made to have at least one film a month.

Typical educational films shown are "Techniques of Good Typewriting," "Tips for Typists," "Speed Typewriting," "Proper Dress and Attitude for Job Seekers," "Find a Job," "The Secretary's Day," and "The Secretary Transcribes."

For the Foreign Trade Course, many films on foreign countries are shown. The Social Orientation Course uses slides from the Harvard University Collection.

SCHOLARSHIPS

Fisher as a non-profit educational institution has various means at its disposal to help young women who earnestly desire an education.

There are several scholarships available through the Alumnae Association, Alpha Iota Sorority, Massachusetts Women's Clubs, and private individuals who have established grants of tuition.

The school also has working grants available to young women who have the ability to carry a full schedule of classes while working afternoons as assistants to teachers.

Applicants for this assistance should apply to the Director of the school.

Y Y Y

Prospective students are urged to visit the school at any time. It is a complete organization, every department of which is actively working for the success of its students from enrollment to placement.

ASSOCIATION MEMBERSHIP

The Administrative Staff are members of the following organizations:

American Association of Junior Colleges
National Association of Accredited
Commercial Schools
New England Business College Association
Massachusetts Association of Business
and Secretarial Schools
National Office Managers Association
National Vocational Guidance Association

Eastern Business Teachers Association
National Business Teachers Federation
Boston Chamber of Commerce
Boston Rotary Club
Somerville Rotary Club
Somerville Kiwanis Club
New England Export Club

GENERAL INFORMATION

1. A registration fee of \$10 is due and payable at the time of enrollment. When an applicant enrolls, it is understood that it is for the complete course.

2. A high school education is required for admission. Previous school records are required at the time of entrance.

Students who present shorthand for admission to a two-year course will be expected to attain a higher speed for graduation or take an elective at the time other students are taking beginning shorthand.

3. In case of absence of two or more weeks on account of serious illness, credit is given for one-half of the tuition and is extended to the following term. No refunds are made for absence, for vacations, for withdrawals, or for dismissal. Students are accepted on the basis of the entire school year. Tuition and dormitory charges are made for the school year and not for the period of attendance. The date of withdrawal will be considered

as the date on which written notification is received.

4. The school reserves the right to withdraw any subject in a course or to substitute another in its place.

5. The school reserves the right to withdraw a course if less than eight students enroll.

6. This school is accepted by the immigration authorities as an institution qualified to receive foreign students.

7. Students may use any of the school facilities before or after school.

8. Street car, railway and bus special-rate tickets are available.

9. Classes continue from 9:05 A.M. until 3:00 P.M., with a regular period for lunch. The building is open daily from 8:30 A.M. to 5:00 P.M., and on Saturdays till noon.



BOARD OF TRUSTEES

SANFORD L. FISHER	<i>Lexington, Massachusetts</i>
JOSEPH J. CARTY	<i>Braintree, Massachusetts</i>
FRED CLIFTON GRAY	<i>Groton, Massachusetts</i>
ALBERT L. FISHER	<i>Somerville, Massachusetts</i>
CLARK F. MURDOUGH	<i>Edgewood, Rhode Island</i>
H. ARTHUR HALL	<i>Winchester, Massachusetts</i>
MYRON C. FISHER	<i>Lexington, Massachusetts</i>

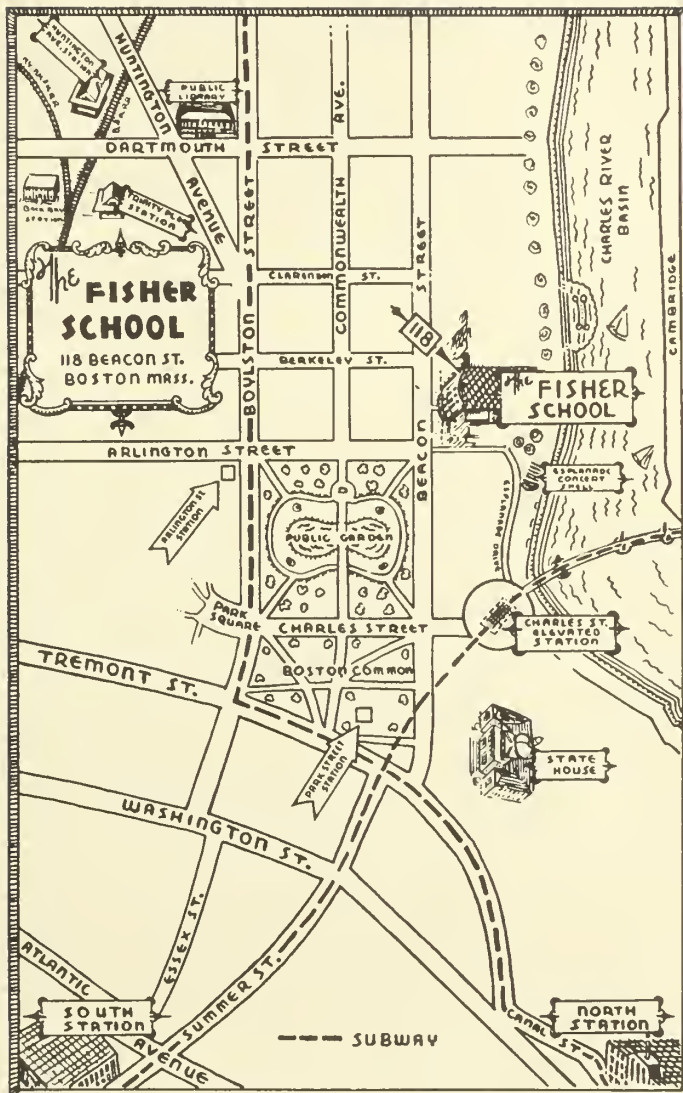
Calendar

1948-1949

SEPTEMBER 20.....	<i>First Semester begins</i>
NOVEMBER 11.....	<i>Armistice Day</i>
NOVEMBER 24-28.....	<i>Thanksgiving Vacation</i>
DECEMBER 17 to } JANUARY 3, 1949 }	<i>Christmas Vacation</i>
FEBRUARY 7	<i>Second Semester begins</i>
APRIL 14-19.....	<i>Easter Recess</i>
MAY 30	<i>Memorial Day</i>
JUNE 10.....	<i>Class Day — School closes</i>
JUNE 14	<i>Graduation Day</i>

1949-1950

SEPTEMBER 19.....	<i>First Semester begins</i>
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MEN'S DIVISION AT SOMERVILLE

THE FISHER SCHOOL conducts a men's division at 374 Broadway, Somerville. Three programs are offered to young men: Administrative Assistant, Business Management, and Salesmanship and Advertising.

The Administrative Dean of the school is Albert L. Fisher.

APPLICATION FOR ENROLLMENT

The Fisher School

118 Beacon Street, Boston

• I hereby make application for enrollment in THE FISHER SCHOOL in accordance with the conditions and terms of this application form, contract, and the regulations in your catalogue.

Date, 19.

Name Age.
(First) (Middle) (Last)

Address
(Street) (City)

Date of Birth Telephone

School last attended

City State

Name of Principal

Date of graduation Course taken

- | | | |
|--|--|-----------------------------------|
| ☐ Commuting | ☐ Dormitory | ☐ H. R. P. |
| ☐ EXECUTIVE SECRETARIAL | ☐ DENTAL SECRETARIAL | |
| ☐ MEDICAL SECRETARIAL | ☐ SECRETARIAL COURSE FOR COLLEGE STUDENTS | |
| ☐ LEGAL SECRETARIAL | ☐ STENOGRAPHIC | |
| ☐ RADIO SECRETARIAL | ☐ FINISHING SECRETARIAL | |
| ☐ FOREIGN TRADE SECRETARIAL | ☐ JUNIOR REPORTING | |

Date of Entrance

Father's name

Father's occupation

Business address

Mother's name

How did applicant become interested in the school?

Financial Reference

.

Character Reference

.

ORIGINAL

Contract with THE FISHER SCHOOL, Boston, Massachusetts

Charges will be payable as follows for each school year:

	Check Preference	
Tuition if paid on or before September 1	☐	\$400.00
\$105 each quarter in advance	☐	420.00
\$20 each month for 22 months, Budget Plan	☐	440.00
Registration Fee		10.00
The registration fee must accompany this application.		
This fee covers the school's investigation of the applicant.		
It will be refunded if the applicant is not accepted by the school.		
Home Residence or Dormitory Application Fee		\$15.00
Dormitory Charges under the Cooperative Plan		480.00
Medical or Dental Laboratory Fee, due second year only		25.00
Graduation Fee (due May 1)		10.00
Books and Supplies		\$30 to 45.00
The first payment of tuition and dormitory charges, books and supplies will be due on or before the first of September.		

Students are received only upon the express condition and agreement that they shall remain for the entire school year, or such portion of it as remains after entrance, unless suspended or dismissed for misconduct or breach of school discipline. The parent or guardian agrees that, in the event of such suspension or dismissal, or in case of voluntary withdrawal, no part of the fee or tuition for the school year shall be refunded or remitted, and any unpaid balance on account of such fees shall become immediately due and payable.

In the case of extended illness of two weeks or more, credit is given for one-half of the tuition and is extended to the following term.

In consideration of the acceptance by The Fisher School of the undersigned student, we, jointly and severally, accept the above terms; agree to pay the charges above set forth as and when due (with the understanding that this contract may be cancelled by the applicant any time prior to August 15) agree to comply with all rules and regulations of the school as printed in the catalog, or otherwise prescribed; and attest that the said student is in good physical condition and mental health.

Be sure to sign both original and duplicate of this contract and send it to The Fisher School. Duplicate will be signed and returned by the school when application is accepted. This contract is not effective until it has been accepted by the school.

.....
(Student)

Date

.....
Signature of person responsible for tuition if
applicant is a minor.

The above student is hereby accepted for enrollment in The Fisher School.

Date By

DUPLICATE

Contract with THE FISHER SCHOOL, Boston, Massachusetts

Charges will be payable as follows for each school year:

	Check Preference	
Tuition if paid on or before September 1	☐	\$400.00
\$105 each quarter in advance	☐	420.00
\$20 each month for 22 months, Budget Plan	☐	440.00
Registration Fee		10.00
The registration fee must accompany this application.		
This fee covers the school's investigation of the applicant.		
It will be refunded if the applicant is not accepted by the school.		
Home Residence or Dormitory Application Fee		\$15.00
Dormitory Charges under the Cooperative Plan		480.00
Medical or Dental Laboratory Fee, due second year only		25.00
Graduation Fee (due May 1)		10.00
Books and Supplies		\$30 to 45.00
The first payment of tuition and dormitory charges, books and supplies will be due on or before the first of September.		

Students are received only upon the express condition and agreement that they shall remain for the entire school year, or such portion of it as remains after entrance, unless suspended or dismissed for misconduct or breach of school discipline. The parent or guardian agrees that, in the event of such suspension or dismissal, or in case of voluntary withdrawal, no part of the fee or tuition for the school year shall be refunded or remitted, and any unpaid balance on account of such fees shall become immediately due and payable.

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Be sure to sign both original and duplicate of this contract and send it to The Fisher School. Duplicate will be signed and returned by the school when application is accepted. This contract is not effective until it has been accepted by the school.

.....
(Student)

Date

.....
Signature of person responsible for tuition if
applicant is a minor.

The above student is hereby accepted for enrollment in The Fisher School.

Date By



